



Wauwatosa, WI

Government Affairs Committee

Meeting Agenda - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Tuesday, June 13, 2023

6:15 PM

Council Chambers and Zoom:
<https://servetosa.zoom.us/j/82923188685>,
Meeting ID: 829 2318 8685

Regular Meeting

HYBRID MEETING INFORMATION

Members of the public may observe and participate in the meeting in-person or via Zoom at the link above. To access the Zoom meeting via phone, call 1-312-626-6799 and enter the Meeting ID.

CALL TO ORDER

ROLL CALL

GOVERNMENT AFFAIRS COMMITTEE ITEMS

1. Application for Fireworks User Permit by Padi Kong, Wolverine Fireworks, at the property located 11400 W. Center Street, on September 22, 2023 from 9:15 PM - 9:30 PM, rain date October 13, 2023 from 9:15 PM - 9:30 PM [23-292](#)
2. Application for Special Event Permit and temporary extension of licensed premises - Applicant: Sara Laev, Ray's Growler Gallery; Event Name: Ray-borhood BBQ Bash; Location: 8930 W. North Avenue; Date/Time: August 6, 2023, 12:00 PM - 6:00 PM [23-293](#)
3. Application for Special Event Permit - Applicant: Wauwatosa Village BID; Event Name: Village al Fresco; Location: W. State Street, Underwood Avenue and Wauwatosa Avenue; Date/Time: July 25, 2023, 5:30 PM - 8:00 PM [23-294](#)
4. Consideration of Class A/B/C alcohol license renewal applications for the 2023-2024 license period [23-295](#)
5. Consideration of renewal applications for certain licenses for the 2023-2024 licensing period: Amusement Arcade, Theaters [23-296](#)
6. Discussion regarding polling site locations for 2024 elections [23-281](#)
7. Consideration of amendment to the 2023 Common Council meeting calendar to cancel the July 5, 2023 regular Common Council meeting [23-415](#)

8. Staff updates regarding current legislative items of interest to the City of Wauwatosa [23-298](#)

ADJOURNMENT

NOTICE TO PERSONS WITH A DISABILITY

Persons with a disability who need assistance to participate in this meeting should call the City Clerk's office at (414) 479-8917 or send an email to tclerk@wauwatosa.net, with as much advance notice as possible.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 23-292

Agenda Date: 6/13/2023

Agenda #: 1.

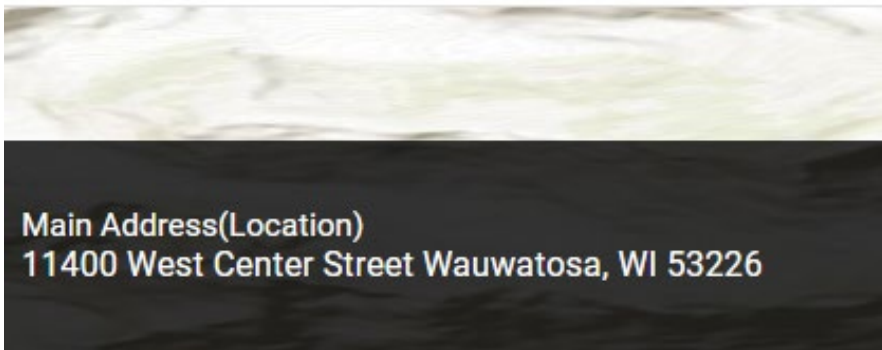
Title

Application for Fireworks User Permit by Padi Kong, Wolverine Fireworks, at the property located 11400 W. Center Street, on September 22, 2023 from 9:15 PM - 9:30 PM, rain date October 13, 2023 from 9:15 PM - 9:30 PM

Description

Fireworks permit for the Tosa West Homecoming Game

Addresses



Main Address(Location)
11400 West Center Street Wauwatosa, WI 53226

GENERAL INFO

Date Requested ^{*}
09/22/2023



Beginning Time
9:15pm

End Time
9:30pm

Rain Date
10/13/2023



Rain Date Beginning Time
9:15pm

Rain Date Ending Time
9:30pm



205 West Seidlers Rd. • Kawkawlin, MI 48631
Phone: 989.662.0121 • Fax: 989.662.0122

Display, Inc.

Visit us at www.wolverinefireworks.com

Wauwatosa West High School
10/13/2023

Product List

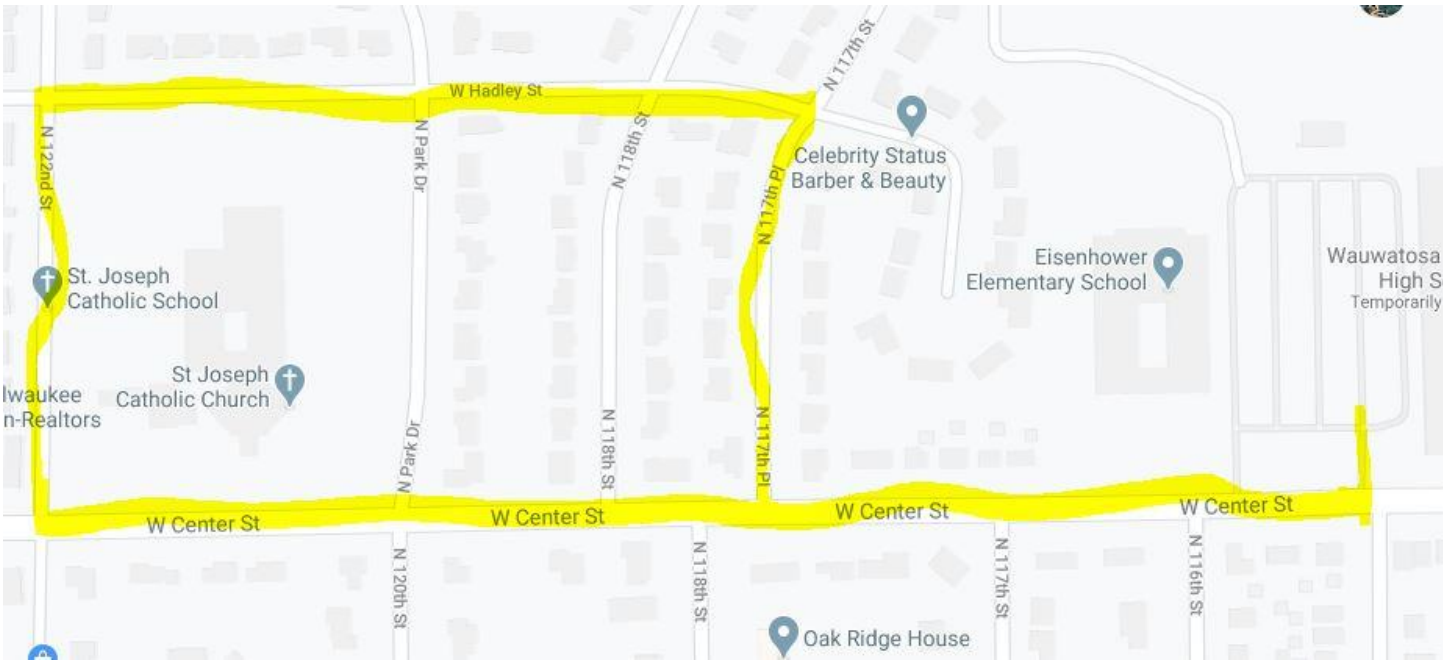
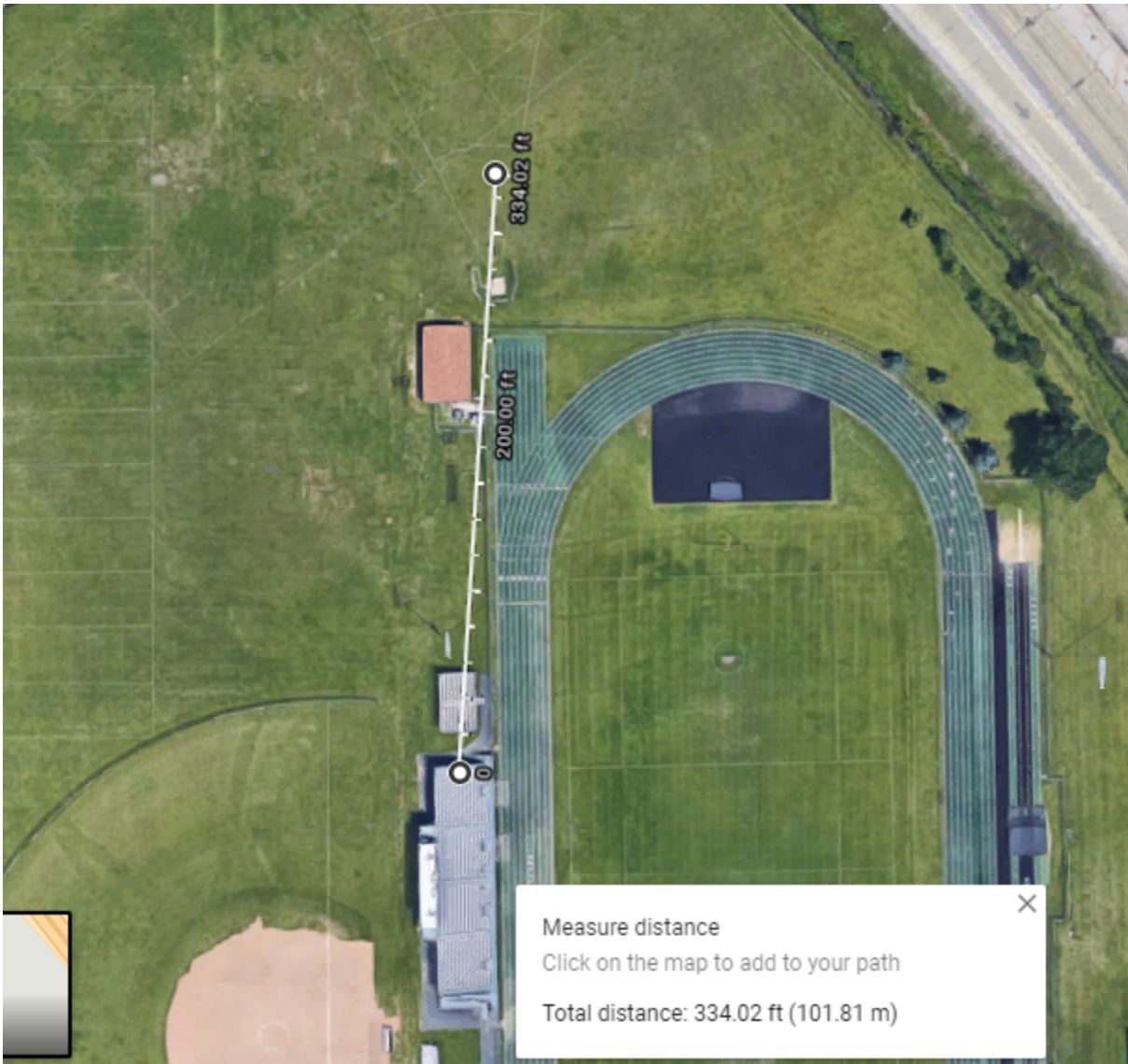
3-3" Salutes
60-3" Assorted Color Shells 1.3G
60-3" Finale Shells (10/set) 1.3G
16-1.3G/1.4G Low Level Cakes













CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/23/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER The Partners Group Ltd 1111 Lake Washington Blvd N. Suite 400 Renton WA 98056	CONTACT NAME: Janet Nau PHONE (A/C. No. Ext): 425-455-5640 E-MAIL ADDRESS: jnau@tpgrp.com		FAX (A/C. No.): 425-455-6727
	INSURER(S) AFFORDING COVERAGE		
INSURED Wolverine Fireworks Display, Inc. 205 West Seidlers Road Kawkawlin MI 48631	14347	INSURER A : Everest Indemnity Insurance Co	NAIC # 10851
		INSURER B : Everest Denali Insurance Company	16044
		INSURER C : Arch Specialty Insurance Company	21199
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1082409063 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		SI8GL02099231	2/1/2023	2/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			SI8CA00274231	2/1/2023	2/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UXP104806301	2/1/2023	2/1/2024	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Excess Liability - Occurrence			SI8EX01908231	2/1/2023	2/1/2024	Each Occurrence \$5,000,000 Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 The following are included as Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured per form ECG 20592 0509 attached:
 Display Date: 9/22/2023
 Display Location: Wauwatosa West HS Grounds-11400 W Center St, Wauwatosa WI 53222
 Additional Insured(s): Wauwatosa West High School, City of Wauwatosa

CERTIFICATE HOLDER Wauwatosa West High School 11400 W. Center St. Wauwatosa WI 53222	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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THIS CERTIFICATE SUPERSEDES PREVIOUSLY ISSUED CERTIFICATE

Ying Xiong

From: James MacGillis
Sent: Friday, May 26, 2023 8:07 AM
To: Ying Xiong
Cc: Mary Weger
Subject: RE: Fireworks Permit - approval
Attachments: 09.22.23 - Tosa West Homecoming - fireworks permit app.pdf

Ying,

Please affix my approval for the attached permit.

Chief MacGillis

Ying Xiong

From: Barbara Kadrich
Sent: Tuesday, May 30, 2023 7:16 AM
To: Ying Xiong
Subject: RE: Fireworks Permit - approval

Good Morning,

I approve this plan for the fireworks application.

Best Regards,

Barbara J. Kadrich

Barbara J. Kadrich
Assistant Chief – Administration
Fire Marshal
Wauwatosa Fire Department
1601 Underwood Avenue
Wauwatosa, WI 53213
bkadrich@wauwatosa.net
(414) 479-3449 office
(414) 471-8490 headquarters
(414) 303-5841 cell



From: Ying Xiong <yxiong@wauwatosa.net>
Sent: Friday, May 26, 2023 1:28 PM
To: Barbara Kadrich <bkadrich@wauwatosa.net>
Subject: Fireworks Permit - approval

Good afternoon,

I received a fireworks permit application online for the Tosa West Homecoming event on 9/22/2023.
I've attached the documents they uploaded online.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

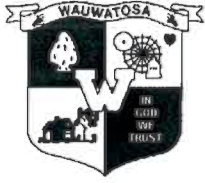
File #: 23-293

Agenda Date: 6/13/2023

Agenda #: 2.

Title

Application for Special Event Permit and temporary extension of licensed premises - Applicant: Sara Laev, Ray's Growler Gallery; Event Name: Ray-borhood BBQ Bash; Location: 8930 W. North Avenue; Date/Time: August 6, 2023, 12:00 PM - 6:00 PM



CITY OF WAUWATOSA
 7725 WEST NORTH AVENUE
 WAUWATOSA, WI 53213
 Telephone: (414) 479-8917
 Fax: (414) 479-8989
 www.wauwatosa.net

City Clerk's Office

LIQUOR LICENSE EXTENSION APPLICATION

Date 5/17/23

Applicant: Sara Laev Phone Number: [REDACTED]

Email Address: [REDACTED] WI Driver's License # _____

D/B/A: Ray's Growler Gallery

Business Address: 8930 W. North Ave. Suite G

Date(s) and time(s) of event: August 6, 2023 12pm-6:00pm

Description / explanation of proposed extension area: Annual end of summer beer fest with music and food vendors

01-311-4100-000

FEE: \$ 75.00 For period of each event

Fee Paid on: _____

Approval: _____

Sara Laev

Applicant Signature



CITY OF WAWATOSA
7725 West North Avenue
Wauwatosa, WI 53213
(414) 479-8917
www.wauwatosa.net

**SPECIAL EVENT PERMIT
APPLICATION**
Fee: \$150

PERMIT TO HOST A STREET FESTIVAL, RUN/WALK, PROTEST, OR PARADE

Organization Information	Name of the Organization: <u>Ray's Growler Gallery</u>
	Address: <u>8930 W. North Ave. Suite G</u> City, ST Zip: <u>Wauwatosa, WI 53226</u>
	Phone: <u>414-288-9821</u> Are you a 501(c)3 organization? <input type="radio"/> Yes <input checked="" type="radio"/> No
	Event Contact Person: <u>Sara Laev</u> Phone: [REDACTED] Email: [REDACTED]
Home Address: _____ City, ST Zip: <u>53213</u>	
Event Information	Name of Event: <u>Ray-neighborhood BBQ Bash w/ Central Wasters 2023</u>
	Date(s) of Event: <u>August 6, 2023</u>
	Location of Event: <u>Ray's Parking Lot</u>
	Event set up time: <u>8:00am</u> Event tear down time: <u>6:00pm</u>
	Event Start Time: <u>12:00pm</u> Event End Time: <u>6:00pm</u>
	Website of Event: <u>rayswine.com/events</u>
	Will your event take place in a residential neighborhood? <input type="radio"/> Yes <input checked="" type="radio"/> No
You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.	
*If you are using a City Park, you must reserve the park through the Parks Office prior to getting your special event permit approved by the Common Council. Call 414-471-8420 or email DPW@wauwatosa.net .	
Generally describe your event and its purpose: <u>Annual end-of summer beer festival with music and food vendors</u>	
Estimated Number of Participants: <u>2,000</u> Spectators: _____ Vendors: <u>5</u>	
Other Information	Run/Walk Routes and Fees: If event is a walk/run, choose a route. This includes police costs, barricades and up to 12 refuse or recycling containers to be placed at start/finish lines and may be moved for the event. Please note that route fees are the base price of the event and may include other fees, such as extra or special barriers for safety, extra work fees for involved city departments, extra permits or application fees, or other special circumstances.
	<input type="radio"/> Route #1 <input type="radio"/> Route #2 <input type="radio"/> Route #3 <input type="radio"/> Route #4 <input type="radio"/> Route #5 <input type="radio"/> Route #6 <input type="radio"/> Route #7 <input type="radio"/> Route #8 <input type="radio"/> Route #9 <input type="radio"/> Route #10
	Will there be any alcohol served/sold at the event? If yes, <u>liquor and bartender licenses</u> are necessary under separate application. <input checked="" type="radio"/> Yes <input type="radio"/> No

Other Information (Cont'd)	Please list the number of City of Wauwatosa licensed bartenders that will be on site: <u>12</u>
	Will you be selling/serving food? If yes, you will need to contact the City of Wauwatosa Health Department for proper permits <input checked="" type="radio"/> Yes <input type="radio"/> No
	Will merchandise be sold at the event? If yes, please ensure that all vendors have their Wisconsin Seller's Permit available upon inspection. <input checked="" type="radio"/> Yes <input type="radio"/> No
	Will your event need electricity? If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. <input type="radio"/> Yes <input checked="" type="radio"/> No
	Will you be setting up any lighting? If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. <input type="radio"/> Yes <input checked="" type="radio"/> No
	Will your event require any fencing? If yes, please provide plans for the fencing location and the gates. <input type="radio"/> Yes <input checked="" type="radio"/> No
	Does the event involve fireworks? If yes, you will need to obtain a fireworks permit under separate application. <input type="radio"/> Yes <input checked="" type="radio"/> No
	Does the event involve amplified music? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, will the amplified music be a: <input type="radio"/> Band <input checked="" type="radio"/> DJ <input type="radio"/> Other _____ Hours of Amplified Music: <u>12-6pm</u>
	Please list the number of security staff you will be providing for the event: <u>0</u>
	Will you require street and/or intersection closures? If yes, the Police Department will determine the number of barricades, and the Department of Public Works will provide the costs and schedule of delivery and pickup. <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, please list the streets and/or intersections to be closed. <u>89th St. between North and alley after Steinkellers</u> <u>90th St between North and first residential driveway</u>
Will you be erecting any tents, canopies or other temporary structure(s)? If yes, you will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. <input checked="" type="radio"/> Yes <input type="radio"/> No	
Will you be providing portable restrooms and wash stations? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of? <u>8 toilets, 1 wash station in parking lot, waste removed by rental company</u>	
Will you provide parking for participants? <input type="radio"/> Yes <input checked="" type="radio"/> No If yes, where will parking be available? <u>Street parking</u>	

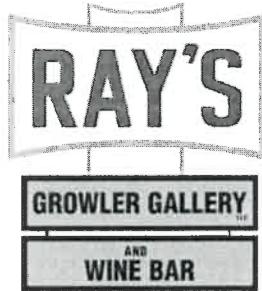
Other Information (Cont'd)	Will you provide a dumpster/clean-up services? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, please describe your clean-up and refuse collection plan. <i>waste management dumpsters + collected by them</i>
	What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)? <i>none</i>
	Have you reviewed and do you have a copy of the City of Wauwatosa Special Events Manual as well as the City Special Events Ordinance? <input checked="" type="radio"/> Yes <input type="radio"/> No
Insurance Requirements	TBD *Certificate of Insurance is required upon submittal of the application.
Signature and Certification	<input checked="" type="checkbox"/> I hereby certify that the above information is true and correct to the best of my knowledge. I understand that failure to provide truthful, complete or correct information may lead to denial of this license. Signature: <u><i>Sara Law</i></u> Date: <u><i>5/17/23</i></u>

FOR OFFICE USE ONLY	
TBD	

Applicant's Checklist:

Application is incomplete without the completed and signed application, \$150 application fee, COI, a map/sketch of the event and a parking plan. Incomplete applications will not be accepted or processed.

- Completed and signed application
- Fee – cash, check or credit card accepted. Please make check payable to the City of Wauwatosa. A small convenience fee applies to credit card payments.
- Site plan sketch (parades/races should include start/end points).
- Parking plan that accommodates the number of estimated vehicles, please note how many vehicles.
- Certificate of Insurance (must have a minimum liability of \$1 million per occurrence and name the City of Wauwatosa and its employees as an additional insured).
- If the tents will be 400 sq. ft. or more, you have to file a separate Tent Permit through Fire Department
- If you plan fireworks, you have to file a separate Fireworks Permit through the Fire Department
- Plan to notify affected residents/businesses.



8930 W. North Ave., Suite G
Wauwatosa, WI 53226
414-258-9821

May 17th, 2023

Request for Summer celebration and liquor license extension.

We kindly request permission to please have our annual celebration in our own parking lot on Sunday, August 6th, 2023 from 12-6pm, with food trucks and alcoholic and non-alcoholic beverages for purchase. Parking will be available on the street, and we will be encouraging walking and carpooling over via Uber/Lyft. We also have permission from John Mathie who owns the commercial properties across the street to use his two parking lots as well. There will be generous staffing; plenty of garbage cans to avoid littering, and multiple port-o-pottys. Attached is a diagram of our parking lot, and the layout of where the trucks, music and concessions will be set up. Thank you very much for your consideration.

Thank you,

Sara

Sara Laev
Marketing Director
Ray's Wine and Spirits
8930 W. North Ave.
Wauwatosa, WI 53226
414-258-9821

The following event costs have been reviewed and approved

Monday, June 12, 2023

Public Works Operations Superintendent
Jason Blasiola

3:14:05 PM

Event Date	Event Name	Barricade Fee	Sign Fee	City Waste/Recycle Bin Fee	Delivery Fee	Sign Tech inspection Fee	Route Fee (Includes DPW and PD Costs)	Tourism Total	Event Cost	Notes
8/6/2023	Ray-Borhood BBQ Bash	\$16.00	\$0.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$136.00	
Event Location		Number of Barricades	Number of Signs	Number of Trash Bins	Number of Recycle Bins	Event Route				
Ray's Parking Lot		8	0	0	0	None				
		Other Unspecified Fee								
		\$0.00								
		See the notes section for further explanation of this fee								

Barricade Fee Info:
The barricade fee is
\$2.00
per barricade

Sign Fee Info:
The sign fee is
\$2.00
per sign

City Waste/Recycle Bin Fee Info: The bin fee is
\$5.00
per waste/recycle bin

Tourism Reimbursement Info:
Tourism Reimbursement Funds will be split evenly between barricades and waste/recycle bins



Special Events Staff Review

Departmental Review based on application

Event: Ray-borhood BBQ Bash

Event Date(s): August 6, 2023, 12:00 PM - 6:00 PM

DEPARTMENT	PERMIT REVIEWED BY	DATE	COST TO DEPARTMENT
POLICE			
FIRE			
PUBLIC WORKS			
HEALTH			
ATTORNEY			

Extra permits required (Please save in shared folder)

Yes No

Department Notes:

Please save over the existing document after each department reviews and adds notes.

Police:

<Add Comments Here>

Fire:

<Add Comments Here>

Public Works:

<Add Comments Here>

Health:

<Add Comments Here>

Attorney:

<Add Comments Here>

City Clerk:

<Add Comments Here>



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 23-294

Agenda Date: 6/13/2023

Agenda #: 3.

Title

Application for Special Event Permit - Applicant: Wauwatosa Village BID; Event Name: Village al Fresco; Location: W. State Street, Underwood Avenue and Wauwatosa Avenue; Date/Time: July 25, 2023, 5:30 PM - 8:00 PM



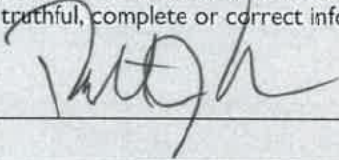
CITY OF WAUWATOSA
7725 West North Avenue
Wauwatosa, WI 53213
(414) 479-8917
www.wauwatosa.net

**SPECIAL EVENT PERMIT
APPLICATION**
Fee: \$150

PERMIT TO HOST A STREET FESTIVAL, RUN/WALK, PROTEST, OR PARADE

Organization Information	Name of the Organization: <u>Wauwatosa Village BID</u>
	Address: <u>7603A W. State St.</u> City, ST Zip: <u>Wauwatosa, WI 53213</u>
	Phone: <u>414-297-9285</u> Are you a 501(c)3 organization? <input checked="" type="radio"/> Yes <input type="radio"/> No
	Event Contact Person: <u>Rob Kos</u> Phone: [REDACTED] Email: [REDACTED] Home Address: [REDACTED] City, ST Zip: [REDACTED]
Event Information	Name of Event: <u>Village al Fresco</u>
	Date(s) of Event: <u>Tuesday, July 25</u>
	Location of Event: <u>W. State St. between Underwood Ave & Wauwatosa Ave.</u>
	Event set up time: <u>11:00am</u> Event tear down time: <u>8:00pm</u>
	Event Start Time: <u>5:30pm</u> Event End Time: <u>8:00pm</u>
	Website of Event: <u>www.wauwatosavillage.org</u>
Will your event take place in a residential neighborhood? <input type="radio"/> Yes <input checked="" type="radio"/> No	
You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.	
*If you are using a City Park, you must reserve the park through the Parks Office prior to getting your special event permit approved by the Common Council. Call 414-471-8420 or email DPW@wauwatosa.net .	
Generally describe your event and its purpose: Village al Fresco is an outdoor, seated "dinner in the street" experience for 200. Participating restaurants will each do a course. Bartolotta, Lowlands Group, Le Reve, Village Cheese Shop and Ruby Tap are the participants. There will be live music.	
Estimated Number of Participants: <u>200</u> Spectators: _____ Vendors: <u>2</u>	
Other Information	Run/Walk Routes and Fees: If event is a walk/run, choose a route. This includes police costs, barricades and up to 12 refuse or recycling containers to be placed at start/finish lines and may be moved for the event. Please note that route fees are the base price of the event and may include other fees, such as extra or special barriers for safety, extra work fees for involved city departments, extra permits or application fees, or other special circumstances.
	<input type="radio"/> Route #1 <input type="radio"/> Route #2 <input type="radio"/> Route #3 <input type="radio"/> Route #4 <input type="radio"/> Route #5 <input type="radio"/> Route #6 <input type="radio"/> Route #7 <input type="radio"/> Route #8 <input type="radio"/> Route #9 <input type="radio"/> Route #10
	Will there be any alcohol served/sold at the event? If yes, liquor and bartender licenses are necessary under separate application. <input checked="" type="radio"/> Yes <input type="radio"/> No

	Please list the number of City of Wauwatosa licensed bartenders that will be on site: <u>4</u>
Other Information (Cont'd)	Will you be selling/serving food? If yes, you will need to contact the City of Wauwatosa Health Department for proper permits <input checked="" type="radio"/> Yes <input type="radio"/> No
	Will merchandise be sold at the event? If yes, please ensure that all vendors have their Wisconsin Seller's Permit available upon inspection. <input type="radio"/> Yes <input checked="" type="radio"/> No
	Will your event need electricity? If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. <input checked="" type="radio"/> Yes <input type="radio"/> No
	Will you be setting up any lighting? If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. <input type="radio"/> Yes <input checked="" type="radio"/> No
	Will your event require any fencing? If yes, please provide plans for the fencing location and the gates. <input type="radio"/> Yes <input checked="" type="radio"/> No
	Does the event involve fireworks? If yes, you will need to obtain a fireworks permit under separate application. <input type="radio"/> Yes <input checked="" type="radio"/> No
	Does the event involve amplified music? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, will the amplified music be a: <input checked="" type="radio"/> Band <input type="radio"/> DJ <input type="radio"/> Other _____ Hours of Amplified Music: <u>5:30pm - 8:00pm</u>
	Please list the number of security staff you will be providing for the event: <u>Several volunteers</u>
	Will you require street and/or intersection closures? If yes, the Police Department will determine the number of barricades, and the Department of Public Works will provide the costs and schedule of delivery and pickup. <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, please list the streets and/or intersections to be closed. <u>See attached map</u>
	Will you be erecting any tents, canopies or other temporary structure(s)? If yes, you will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. <input type="radio"/> Yes <input checked="" type="radio"/> No
	Will you be providing portable restrooms and wash stations? <input type="radio"/> Yes <input checked="" type="radio"/> No If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of?
	Will you provide parking for participants? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, where will parking be available? <u>Public parking.</u>

Other Information (Cont'd)	Will you provide a dumpster/clean-up services? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, please describe your clean-up and refuse collection plan. Volunteers and staff will empty garbage and recycling into available dumpsters.
	What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)? Road closures. Garbage and recycling bins and bags. 10 of each please. Drop in Jose's parking lot.
	Have you reviewed and do you have a copy of the City of Wauwatosa Special Events Manual as well as the City Special Events Ordinance? <input checked="" type="radio"/> Yes <input type="radio"/> No
Insurance Requirements	TBD *Certificate of Insurance is required upon submittal of the application.
Signature and Certification	<input checked="" type="radio"/> I hereby certify that the above information is true and correct to the best of my knowledge. I understand that failure to provide truthful, complete or correct information may lead to denial of this license. Signature: <u></u> Date: <u>4/17/2023</u>

TBD	FOR OFFICE USE ONLY
-----	---------------------

Applicant's Checklist:

Application is incomplete without the completed and signed application, \$150 application fee, COI, a map/sketch of the event and a parking plan. Incomplete applications will not be accepted or processed.

- Completed and signed application
- Fee – cash, check or credit card accepted. Please make check payable to the City of Wauwatosa. A small convenience fee applies to credit card payments.
- Site plan sketch (parades/races should include start/end points).
- Parking plan that accommodates the number of estimated vehicles, please note how many vehicles.
- Certificate of Insurance (must have a minimum liability of \$1 million per occurrence and name the City of Wauwatosa and its employees as an additional insured).
- If the tents will be 400 sq. ft. or more, you have to file a separate [Tent Permit through Fire Department](#)
- If you plan fireworks, you have to file a separate [Fireworks Permit](#) through the Fire Department
- Plan to notify affected residents/businesses.

Applicant/Organizer Notification

Special Event permit applicants/organizers shall be aware of and comply with the following. A summary is below and more specific information may be obtained by reading the Special Event ordinance or by contacting individual City departments when planning the event and seeking City approval.

- a) **Compliance with City Ordinances:** Special Events must comply with all applicable City ordinances and requirements, including but not limited to traffic rules, park rules, State health laws, fire codes, building codes, zoning, food service, merchant, and liquor licensing requirements. Special Event organizers shall use all reasonable efforts to ensure compliance of participants/attendees with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and other licensing requirements, unless otherwise waived.
- b) **Designated Contact:** The applicant/organizer shall identify a designated individual who can be contacted at any time regarding the event. They may be contacted by City representatives such as the Police, Fire, Health, Parks, Public Works, or City Attorney's Office to provide information or answer questions.
- c) **Duration and Hours of Operation:** No Special Event shall be open except between the hours of 8:00 a.m. and 12:00 a.m., unless such other hours of operation are specifically approved by the Council.
- d) **Parking:** The applicant/organizer shall take all reasonable precautions to minimize adverse effects on the neighborhoods that will be directly affected by parking and traffic related to the event. The police department shall post temporary parking-related regulations on public streets for Special Event only if it is determined to be necessary by the Police Chief, or their designee, for public safety.
- e) **Sanitary Facilities and Potable Water:** All sanitary facilities and potable water facilities shall be provided for as required in the applicable codes.
- f) **Illumination:** If the Special Event is to continue during hours of darkness, it shall comply with all applicable codes related to illumination.
- g) **Fire Dept. Protection:** All fire protection applicable to the Special Event activities on the premises, shall be provided by the applicant as required by the municipal Fire Prevention Code and the Wisconsin Administrative Code, including alarms, extinguishing devices, fire lanes, fire escapes and tent permits.
- h) **Refuse Removal:** The Special Event applicant/organizer shall be responsible for taking all reasonable efforts to pick up litter, refuse and recycling during the event, and for removing all litter, refuse and recycling created during the event within twenty-four (24) hours after the conclusion of the event. The event applicant/organizer is responsible not only for the event grounds, but will also take all reasonable measures for the removal of litter, refuse and recycling attributable to the event from the surrounding neighborhoods and properties. Refuse and recycling containers are available for rent from the City. Special Event:
Applicant/Organizer Notification Form modified: 04/27/18
- i) **Notification:** The Special Event applicant/organizer is required by the City to provide reasonable advance notice to property owners, residents and/or businesses. The Special Event organizer shall include date, time, and location/route to all properties that border the location of the planned event and any other areas designated by the Police Department at least ten business days in advance of the special event.

The Aldermen of the district in which the Special Event is scheduled to occur shall be provided a copy of such

notification prior to its delivery to property owners, residents and/or businesses as described above.

- j) **Glass Containers Prohibited:** No person shall carry, possess, or drink any liquid beverage in a glass container while at a Special Event that receives a temporary liquor license. This applies during the time a Special Event permit is in force.

Note: authorized vendors may be required by law to maintain the product in original glass containers. In this case, prior to servicing a customer the liquid contents should be put into a non-glass beverage container.

- k) **Cancellation:** The City may cancel or suspend a Special Event regardless of whether or not a permit has been issued, without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

Any Special Event permit applicant aggrieved by a decision of the City staff with respect to cancellation/suspension of an application, imposition of conditions or determination of the extraordinary fees may, upon written request to the City Clerk, have the decision reviewed by the Government Affairs Committee of the Common Council prior to an event's scheduled date. Such review and determination of the Committee shall constitute final action.

- l) **Penalties:** In addition to other potential fines, penalties, and/or charges as described in the Wauwatosa Municipal Code, the violation of the terms of the Special Event permit shall be punishable by forfeiture of not less than \$500.00 and not more than \$1,000.00. Each day of violation shall be considered a separate offense. In addition, the City may enforce this section by way of immediately revoking the permit, seeking injunctive relief, and all other remedies available at law and in equity.

The penalties set forth herein shall also apply to all persons, organizations, and entities that organize events which are required to obtain a Special Event permit but fail or refuse to do so. If any person violates any provision of this Ordinance, the City shall have the authority to institute the appropriate legal action or proceedings to ensure compliance and to thereby prohibit such person from violating these conditions.

The failure to obtain a Special Event permit before holding or conducting a Special Event, or the failure to abide by Special Event permit requirements, will constitute a violation of this section and may result in the termination of the event, denial of future permit applications, and/or issuance of a City Ordinance citation.

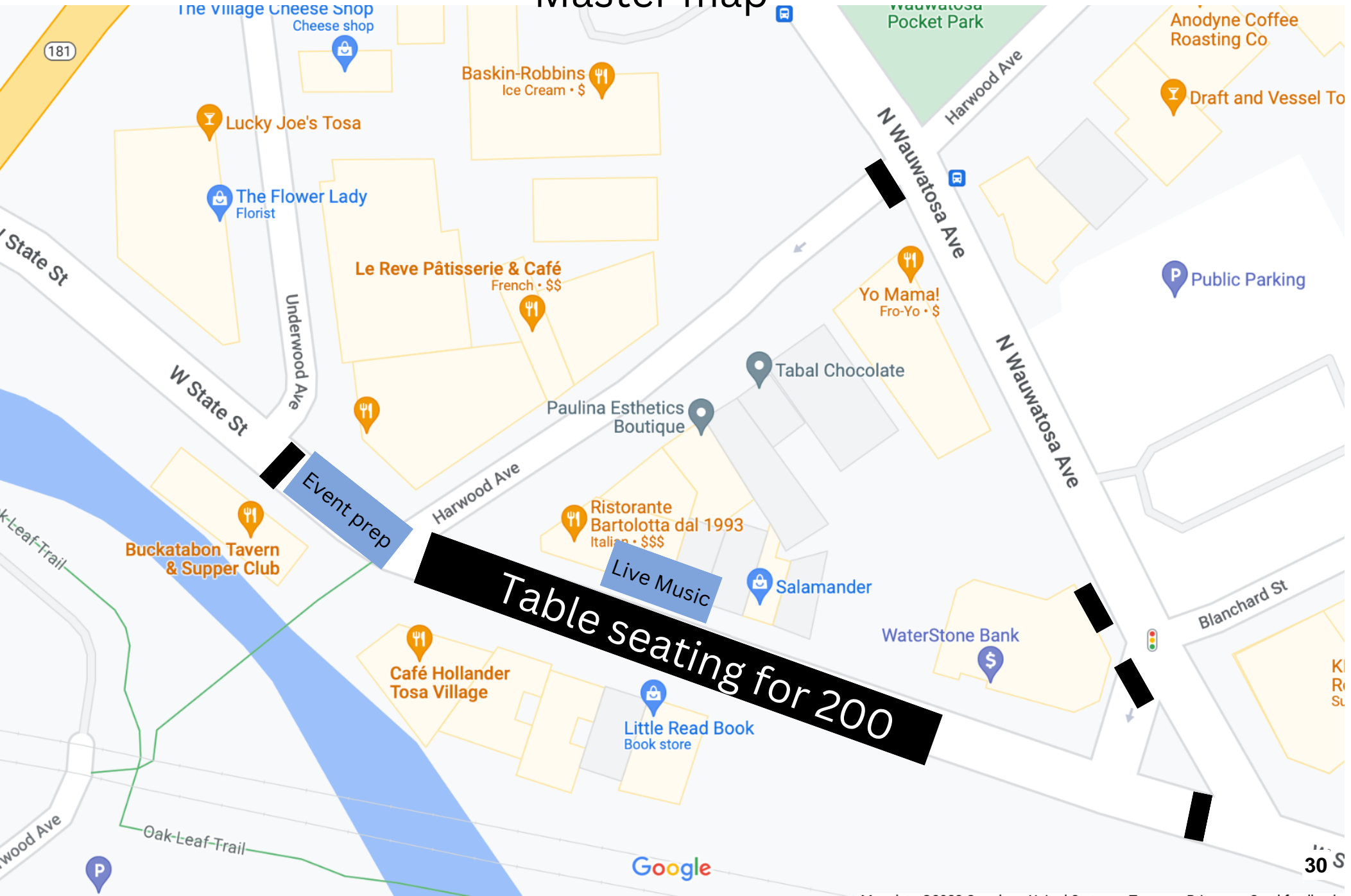
Approval Procedure:

- TBD

Village al Fresco - July 25, 2023

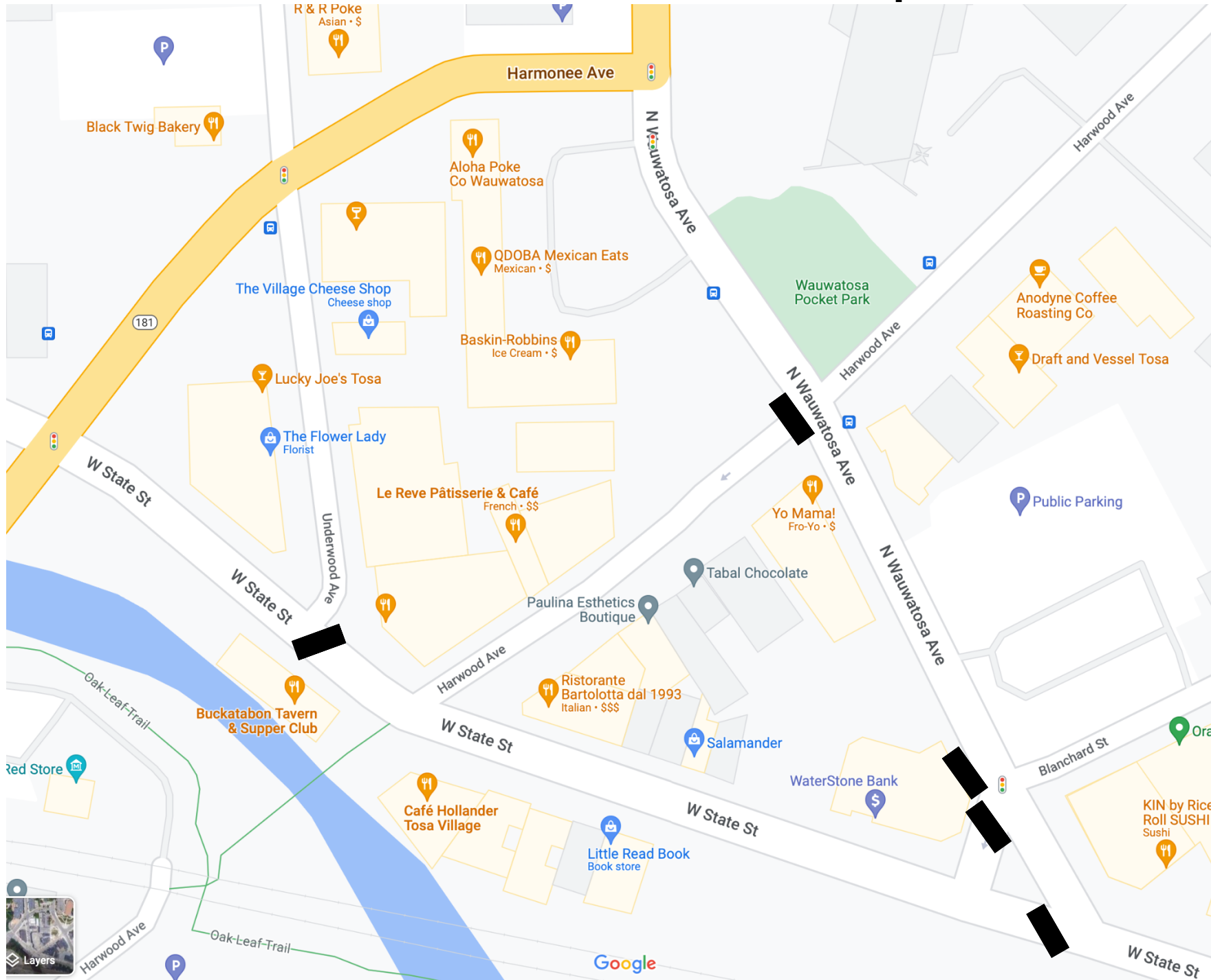
5:30pm - 8:00pm (setup - 11am)

Master map



Village al Fresco - July 25, 2023

Road closures - 11am - 10pm





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/01/23

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PHILLEO AGENCY INSURANCE INC 12555 W Burleigh Rd Brookfield, WI 53005	CONTACT NAME: Jeanne Grisetti PHONE (A/C No. Ext): (262)432-4200 E-MAIL ADDRESS: jeanne@philleo.com	FAX (A/C, No): (262)432-4201
	INSURER(S) AFFORDING COVERAGE	
INSURED Village of Wauwatosa Business Improvement District 7603A W State St Wauwatosa, WI 53213	INSURER A: Secura	22543
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

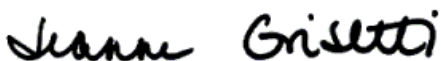
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	3332776	11/10/22	11/10/23	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			3332776	11/10/22	11/10/23	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			3332777	11/10/22	11/10/23	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event: • Village al Fresco: July 25, 2023, W. State St., Wauwatosa, WI 53213 (outdoor "Dinner in the Street")

City of Wauwatosa and its employees are additional insured in regards to the contract with the above named insured.

CERTIFICATE HOLDER**CANCELLATION**

City of Wauwatosa 7725 W North Ave, Wauwatosa, WI 53213	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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The following event costs have been reviewed and approved

Monday, May 15, 2023

Public Works Operations Superintendent
Jason Blasiola

2:34:46 PM

Event Date	Event Name	Barricade Fee	Sign Fee	City Waste/Recycle Bin Fee	Delivery Fee	Sign Tech inspection Fee	Route Fee (Includes DPW and PD Costs)	Tourism Total	Event Cost	Notes
7/25/2023	Village al Fresco	\$24.00	\$4.00	\$100.00	\$300.00	\$0.00	\$0.00	\$0.00	\$883.00	2 Salt Trucks Requested - x2 Trucks @ \$25/truck =\$50.00 x6 hrs Labor @ \$67.50/hr =\$405.00

Event Location

W. State St. between Underwood Ave & Wauwatosa Ave.

Number of Barricades

12

Number of Signs

2

Number of Trash Bins

10

Number of Recycle Bins

10

Event Route

None

Other Unspecified Fee

\$455.00

See the notes section for further explanation of this fee

Barricade Fee Info:
The barricade fee is

\$2.00

per barricade

Sign Fee Info:
The sign fee is

\$2.00

per sign

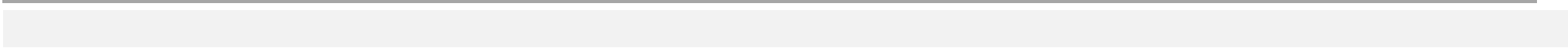
City Waste/Recycle Bin Fee Info: The bin fee is

\$5.00

per waste/recycle bin

Tourism Reimbursement Info:
Tourism Reimbursement Funds will be split evenly between barricades and waste/recycle bins

Event Date	Event Name	Barricade Fee	Sign Fee	City Waste/Recycle Bin Fee	Delivery Fee	Sign Tech inspection Fee	Route Fee (Includes DPW and PD Costs)	Tourism Total	Event Cost	Notes
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Barricade Fee Info:
The barricade fee is

 per barricade

Sign Fee Info:
The sign fee is

 per sign

City Waste/Recycle Bin Fee Info: The bin fee is

 per waste/recycle bin

Tourism Reimbursement Info:
Tourism Reimbursement Funds will be split evenly between barricades and waste/recycle bins



Special Events Staff Review

Departmental Review based on application

Form modified: 1/1/2020

DEPARTMENT	PERMIT REVIEWED BY	DATE	COST TO DEPARTMENT
POLICE			
FIRE			
PUBLIC WORKS			
HEALTH			
ATTORNEY			

Extra permits required (Please save in shared folder)

Yes No

Department Notes:

Please save over the existing document after each department reviews and adds notes.

Police:

<Add Comments Here>

Fire:

<Add Comments Here>

Public Works:

<Add Comments Here>

Health:

<Add Comments Here>

Attorney:

<Add Comments Here>

City Clerk:

<Add Comments Here>



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 23-295

Agenda Date: 6/13/2023

Agenda #: 4.

Title

Consideration of Class A/B/C alcohol license renewal applications for the 2023-2024 license period



CLERK'S OFFICE MEMO

To: **Government Affairs Committee**

From: **Steven A. Braatz, Jr., City Clerk**

Meeting Date: **June 13, 2023**

Subject: **Consideration of Class A/B/C alcohol license renewal applications for the 2023-2024 license period**

A. Issue

Attached is the final list of alcohol licensees that submitted applications thru June 5, 2023 and are ready for approval.

B. Qualifications

Criminal background checks were conducted on all agents listed on the applications. There were no violations that were substantially related to licensing activities and/or no habitual offenses. The Agents met all other qualifications.

C. Department Reviews

- Police Department: No issues.
- Fire Department: No issues.
- Health Department: No issues.
- Finance: Any outstanding personal property or real estate taxes shall be paid in full prior to issuance.

D. Notable Mentions

The following businesses have communicated to us that they have chosen not to renew:

- Rosebud Cinema – Regular Class B Combination (Beer and Liquor)
- Urban Beets – Class B Beer and Class C Wine

The following businesses have new Agents:

- Mayfair Hotel Holdings LLC, Renaissance Milwaukee West Hotel, Chadd Scott – Agent, 2300 N. Mayfair Rd.
- MOD Superfast Pizza Wisconsin LLC, MOD Super Fast Pizza, Laura Martinez Bravo – Agent, 7470 W. State St.
- Fortune Wisconsin LLC, Empire Fish, Derek Pannemann – Agent, 11200 Watertown Plank Rd.

All alcohol licensees have applied.



CLERK'S OFFICE MEMO

E. Update on License Numbers and Quotas

The City does not have a local quota on "Class A" Liquor, Class "A" Beer, Class "B" Beer, or "Class C" Wine licenses.

License Type	Available	2022-2023	2023-2024
Class "A" Beer	Unlimited	21	20
"Class A" Liquor	Unlimited	20	20
Class "B" Beer	Unlimited	84	83
Regular "Class B" Liquor	45	44*	43**
Reserve "Class B" Liquor	28	28	28
Premier Economic Development "Class B" Liquor	2	2	1
Over-the-quota "Class B" Liquor	n/a	1	1
"Class C" Wine	Unlimited	10	8

*One regular licensee has surrendered their license due to closure, and a new applicant will be applying to take over that space.

**One additional licensee has elected to not renew.

F. Requested Actions

If acceptable, recommend the Common Council grant the renewal Class A/B/C alcohol licenses pursuant to the attached list for the 2023-2024 license period.

**LIST OF ALCOHOL BEVERAGE LICENSE RENEWALS
FOR THE 2023-2024 LICENSE PERIOD**

CLASS “B” BEER AND “CLASS B” LIQUOR - RENEWAL

1. Colonel Hart's LLC, Colonel Hart's, Patrick Modl – Agent, 7342 W. State St.
2. Cranky Al's LLC, Cranky Al's, Susan Brkich – Agent, 6901 W. North Ave.
3. Fiesta Garibaldi Mayfair LLC, Mex Ave, Melissa Escobar – Agent, 11200 W. Burleigh St.
4. Gracious Events Corp, Firefly Restaurant, Vesna Madunic – Agent, 7754 Harwood Ave.
5. Haiwen, Inc., Hui's Restaurant, Rose Hui – Agent, 8820 W. North Ave.
6. King Cobra Investments LLC, Drunken Cobra, Anthony Lampasona – Agent, 6818 W. North Ave.

CLASS “B” BEER AND RESERVE “CLASS B” LIQUOR - RENEWAL

1. Dave & Buster's of Wisconsin, Inc., Dave & Busters, Linda Halopka-Ivery – Agent, 2201 N. Mayfair Rd.
2. Ginza PZW Corp., Ginza Sushi, Fang Ping Xiao – Agent, 2727A N. Mayfair Rd.
3. Mayfair Hotel Holdings LLC, Renaissance Milwaukee West Hotel, Chadd Scott – Agent, 2300 N. Mayfair Rd.
4. Satori Operating, LLC, Thai-Namite, Nongluk Buranabunyut – Agent, 8725 W. North Ave.
5. The Ruby Tap LLC, The Ruby Tap, Brooke Smith – Agent, 1341 Wauwatosa Ave.

CLASS “B” BEER AND “CLASS C” WINE - RENEWAL

1. Cosmos Café LLC, Cosmos Café, Theofilos Tselentis – Agent, 7203 W. North Ave.
2. MOD Superfast Pizza Wisconsin LLC, MOD Super Fast Pizza, Laura Martinez Bravo – Agent, 7470 W. State St.
3. Vendetta Coffee Bar LLC, Vendetta Coffee Bar, William Haley – Agent, 7613 W. State St.

“CLASS C” WINE ONLY - RENEWAL

1. AV Nail Spa Mayfair, LLC, Anthony Vince Nail Spa, Chi Nguyen – Agent, 11250 W. Burleigh St.

CLASS “A” BEER AND “CLASS A” LIQUOR - RENEWAL

1. ASG Wine Merchants Inc, Tosa Wine & Spirits, Harneet Kaur – Agent, 11500 W. North Ave.
2. Walgreen Company, Walgreens #10196, Spencer Peck – Agent, 6600 W. State St.
3. Walgreen Company, Walgreens #04253, Deborah Schuyler – Agent, 2656 Wauwatosa Ave.
4. Walgreen Company, Walgreens #04095, David Smith – Agent, 10800 W. Capitol Dr.
5. Walgreen Company, Walgreens #03578, Kyle Becker – Agent, 2275 N. Mayfair Rd.

“CLASS A” LIQUOR ONLY - RENEWAL

1. Fortune Wisconsin LLC, Empire Fish, Derek Pannemann – Agent, 11200 Watertown Plank Rd.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 23-296

Agenda Date: 6/13/2023

Agenda #: 5.

Title

Consideration of renewal applications for certain licenses for the 2023-2024 licensing period:
Amusement Arcade, Theaters

Amusement Arcade and Theatre License Renewals
For 2023-2024 License Period

Amusement Arcade

1. Dave and Busters of Wisconsin Inc.
2. AMF Bowling Centers, Inc.
3. American Multi-Cinema Inc
4. Walters' on North

Theatre

1. American Multi-Cinema Inc



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

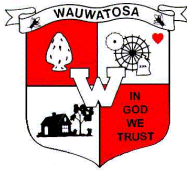
File #: 23-281

Agenda Date: 7/25/2023

Agenda #: 6.

Title

Discussion regarding polling site locations for 2024 elections



CLERK'S OFFICE MEMO

To: **Government Affairs Committee**

From: **Steven A. Braatz, Jr., City Clerk**
Zachary Kessler, Deputy City Clerk

Date: **May 30, 2023**

Subject: **Discussion regarding polling site locations for 2024 elections**

A. Background/Rationale

Due to various factors, some changes need to or may need to occur with the location of polling sites throughout the City.

Current Polling Sites

- Annunciation Greek Orthodox Church Cultural Center – Wards 22, 23, 24A, 24B (all of D8)
- City Hall Lower Civic Center – Wards 1, 2A, 2B, 3 (all of D1)
- Hart Park Muellner Building – Wards 4A, 4B, 5, 6A, 6B (all of D2)
- McKinley Elementary – Wards 16, 17, 18 (all of D6)
- Mt. Zion Lutheran Church - Fellowship Hall – Wards 19, 20A, 20B, 21A, 21B (all of D7)
- Underwood Elementary – Wards 7, 8, 9A, 9B (all of D3)
- Wauwatosa Library - Firefly Room – Wards 13, 14, 15 (all of D5)
- Wilson Elementary – 10, 11, 12A, 12B (all of D4)

2024-2025 Elections

2024

- Spring Primary - Tuesday, February 20 (if needed) – *Potentially small election*
- Presidential Preference Primary and Spring Election - Tuesday, April 2 – *Large election*
- Partisan Primary - Tuesday, August 13 – *Large election*
- Presidential General - Tuesday, November 5 – *Large election*

2025

- Spring Primary - Tuesday, February 18 (if needed) – *Potentially small election*
- Spring Election - Tuesday, April 1 – *Potentially mid-sized election*

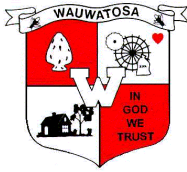
B. Key Issues for Consideration

Hart Park Muellner Building

The Muellner Building will be undergoing renovations throughout all of 2024, rendering it unusable for elections. Therefore, we must relocate Wards 4A, 4B, 5, 6A, and 6B.

Elementary Schools

The agreement with the Wauwatosa School District to hold elections at the McKinley, Underwood,



CLERK'S OFFICE MEMO

and Wilson Elementary schools expired after the April 2023 election. The agreement permitted our use of their community rooms on days when school was in session, and the gyms when they were not in session, for elections. We used the gyms for both the August 2022 primary and the November 2022 general elections. As a result of miscommunication with school facilities personnel, we used the gyms for the February 2023 primary. However, this resulted in confusion and displeasure from the school principals. We used the community rooms for the February 2022 primary, April 2022 spring election, and April 2023 spring election.

While we appreciate the use of these facilities, it has become evident that the community rooms do not provide enough space to handle the three wards we currently have assigned to each elementary school. Spring elections can yield significant turnout (as we saw during the April 2023 spring election), which necessitates a larger space. However, the gyms do provide sufficient space for conducting elections of any size. It is worth noting that the School District made accommodations in closing school for the November 2022 election, which was greatly appreciated.

Other Issues

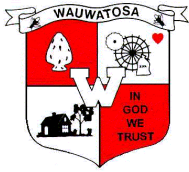
- **Library Firefly Room:** As displayed in the November 2022 election, this site is not large enough to handle the three wards it is currently assigned. We could potentially relocate one ward to ease the burden on voters, staff, and equipment.
- **Polling site capacity and availability:** There are few sites within Wauwatosa that offer adequate space, availability, parking, and handicap accessibility.
- **Need for emergency backup locations:** The City now has election contingency plans (ECP) for each current polling site. The ECPs call for emergency backup locations in the event a current polling place becomes unusable. If they do not serve as a new polling site, some of the following suggestions could serve as emergency backup locations.

Potential polling sites

The Clerk's Office has identified and contacted several possible locations:

- St. Camillus (10101 W Wisconsin Ave)
- Wauwatosa Woman's Club (1626 N Wauwatosa Ave)
- Hoyt Park (1800 Swan Blvd)
 - \$400 usage fee per election
- Our Redeemer Lutheran Church (10025 W North Ave)
- St. Jude the Apostle Parish (734 Glenview Ave)
- Catholic Charities Milwaukee Area Office (2021 N 60th St)
- Trinity Episcopal Church (1717 Church St)
- Christ King Catholic Parish (2604 N Swan Blvd)
- Wisconsin Lutheran College (8800 W Blue Mound Road)
- Wauwatosa Public Works Building (11100 W Walnut Road)
- Milwaukee County Parks Office (9480 W Watertown Plank Road)
- UWM Innovation Center (1225 Discovery Pkwy)
- Wauwatosa School District Facilities

Attached to this memo is a map illustrating the locations of current polling sites (yellow) and the potential polling sites (pink).



CLERK'S OFFICE MEMO

Deadline and Notification of Voters

The statutory deadline for the Common Council to establish polling sites before the February 2024 spring primary is January 21, 2024. This means our internal deadline is the January 16, 2024 Common Council meeting. It is unknown if a spring primary will be needed at this time.

As we have done in the past, we intend to notify all affected households with postcards and social media posts. Affected voters will also have the ability to see their new polling site information via the MyVote.wi.gov website.

C. Fiscal Impact

The expansion of polling sites will require additional equipment, supplies, and personnel. It will also require postage for mailing notification postcards to all affected households. As such, we need to determine the number of additional polling sites that will be used in 2024 and 2025 elections, as well as which wards will be assigned to which polling site, to generate an accurate fiscal estimate.

D. Requested Actions

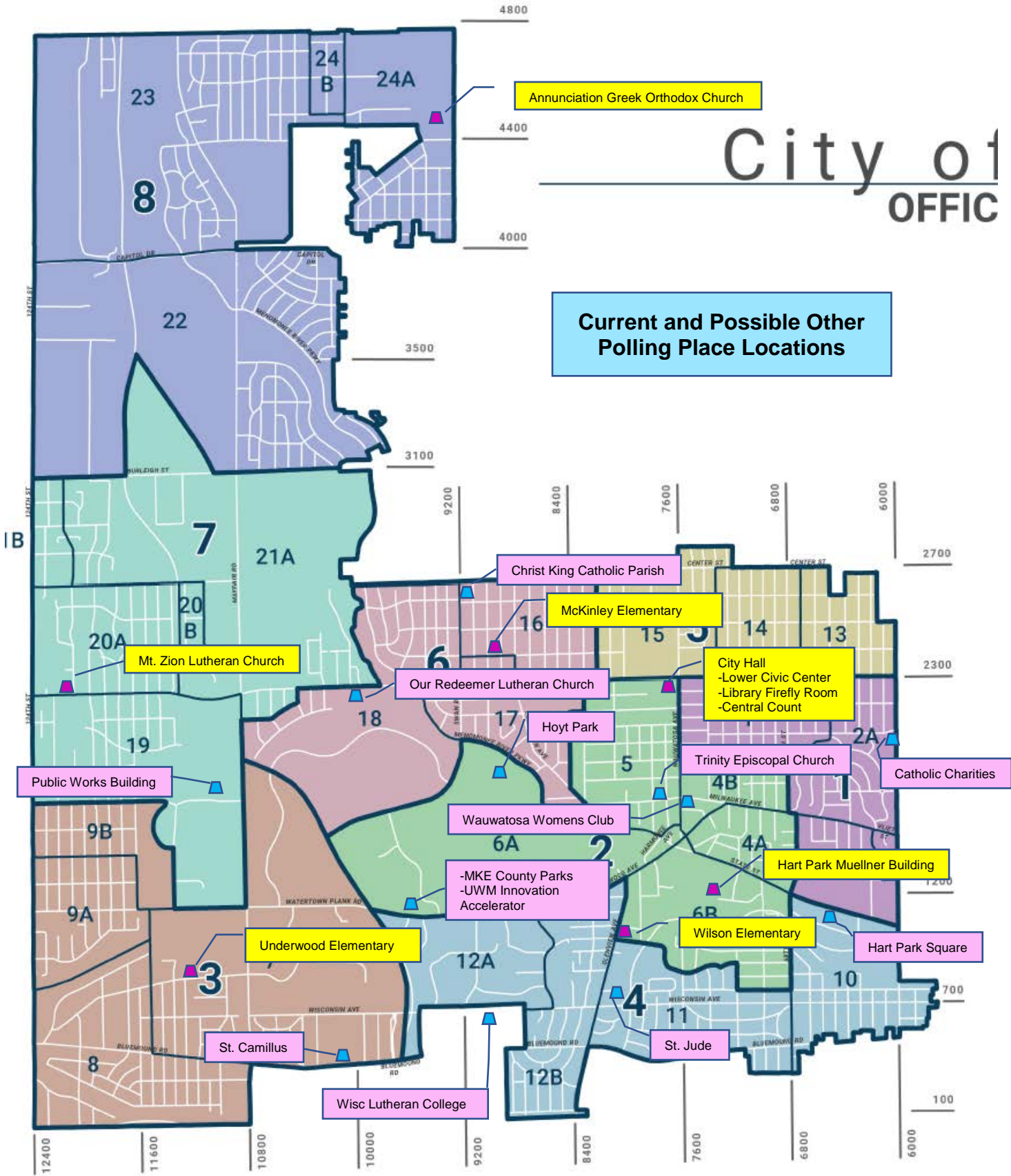
No action required at this time. We are looking for feedback and will return to the Committee at a future meeting.

E. Attachments

- 2024-25 Potential Polling Sites Map

City of OFFICE

Current and Possible Other Polling Place Locations





Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 23-415

Agenda Date: 6/13/2023

Agenda #: 7.

Title/Recommendation

Consideration of amendment to the 2023 Common Council meeting calendar to cancel the July 5, 2023 regular Common Council meeting

Memo Body

A. Background/Rationale

Consider cancellation of the July 5, 2023 Common Council meeting.

B. Key Issues for Consideration

The Common Council meeting schedule is determined by approving an annual calendar with recommendation by the Government Affairs Committee. Any changes to the schedule will be an amendment to the annual calendar.

There will not be Council Committee meetings on June 27, 2023 because there will be a Joint Steering Committee/Council working session regarding Comprehensive Master Plan instead. This means there will not be any action from Committees.

Municipal Court will be held on Wednesday, July 5, which takes place in the Common Council Chambers. Although they are anticipated to be done by 7:30 PM, there is no guaranty.

Since bills and claims are paid and then ratified by the Council later, there is no issue pushing this action off until the July 18, 2023 meeting.

C. Requested Action

If acceptable, recommend the Common Council amend the 2023 meeting calendar to cancel the July 5, 2023 regular Common Council meeting.

D. Attachments

- [Current 2023 Common Council meeting calendar](https://www.wauwatosa.net/home/showpublisheddocument/4785/638090410783300000)
<<https://www.wauwatosa.net/home/showpublisheddocument/4785/638090410783300000>>



City of Wauwatosa

Common Council Calendar

2023

January						
S	M	T	W	T	F	S
						1
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
		5				
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Common Council Meetings
7:30 PM

Holidays – City Offices Closed

Standing Committee Meetings
Government Affairs Committee – 6:30 PM
Transportation Affairs Committee – 6:30 PM
Community Affairs Committee – 7:30 PM
Financial Affairs Committee – 7:30 PM

*Times are subject to Change

Election Days



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 23-298

Agenda Date: 6/13/2023

Agenda #: 8.

Title

Staff updates regarding current legislative items of interest to the City of Wauwatosa